

# **CDBG-R SUBMISSION TEMPLATE** **& CHECKLIST**

The American Recovery and Reinvestment Act of 2009 ("Recovery Act") was signed into law by President Obama on February 17, 2009. The Recovery Act awards \$1 billion in CDBG Recovery (CDBG-R) funds to be distributed to cities, counties, insular areas and states, of which \$10 million has been reserved by HUD for its administrative costs and \$10 million of which will be awarded to Indian tribes. Recipients of the remaining \$980 million of CDBG-R funds will be the approximately 1,200 jurisdictions that received CDBG funding in Fiscal Year 2008. This template sets forth the suggested format for grantees receiving funds from CDBG-R. A complete submission contains the information requested below, including:

- (1) The CDBG-R Substantial Amendment (template attached below)
- (2) Spreadsheet for Reporting Proposed CDBG-R Activities (see <http://www.hud.gov/recovery>)
- (3) Signed and Dated Certifications (see <http://www.hud.gov/recovery>)
- (4) Signed and Dated [SF-424](#).

Grantees should also attach a completed CDBG-R Substantial Amendment Checklist to ensure completeness and efficiency of review (attached below).

# **THE CDBG-R SUBSTANTIAL AMENDMENT**

Jurisdiction(s): Salisbury, North Carolina	CDBG-R Contact Person: Janet Gapen
Jurisdiction Web Address:	Address: 217 S. Main Street Salisbury, NC 28144
<ul style="list-style-type: none"><li>• <a href="http://www.salisburync.gov/lm&amp;d/communitydevelopment/comdev.html">http://www.salisburync.gov/lm&amp;d/communitydevelopment/comdev.html</a></li></ul>	Telephone: 704-638-5230
	Fax: 704-638-8548
	Email: <a href="mailto:jgape@salisburync.gov">jgape@salisburync.gov</a>

## **ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS**

Funding available under the Recovery Act has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

### ***A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES***

Grantees must provide information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information that must be reported in the spreadsheet includes activity name, activity description, CDBG-R dollar amount budgeted, eligibility category, national objective citation, additional Recovery Act funds for the activity received from other programs, and total activity budget. An electronic copy of the spreadsheet and the format is available on HUD’s recovery website at <http://www.hud.gov/recovery>.

## ***B. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)***

- (1) **Activity Name:** (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

### **Single-Family Acquisition/Rehab**

- (2) **Activity Narrative:**

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

- Preserving and creating jobs and promoting economic recovery;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

### **Single-Family Acquisition/Rehab:**

CDBG Recovery program funds will be used on a single acquisition/rehabilitation project located within the city's jurisdiction. The project will help preserve and retain construction-related jobs, an employment sector that has been hard hit by the recession. The funding will help retain jobs in the areas of plumbing, electrical, framing, painting, and other specialties, as well as general contracting services. These workers will have a dependable source of income while the project is under construction, allowing them to better manage their personal finances and obligations, thereby assisting with economic recovery.

Many construction jobs have been lost or put on hold during the recession. The project will assist not only those who may have been laid off or had their hours reduced in the construction field, it will also benefit the low wealth family who will receive assistance with the purchase of the home once the rehabilitation is complete. On a broader scale, low-moderate income neighborhoods have taken the brunt of the recession's impact and have more abandoned and deteriorating properties to contend with as a result. The project will benefit a low-moderate income neighborhood by ensuring that this structure is returned to active residential use and will not become, or continue to be, a magnet for vagrancy, vandalism and crime.

Specific details of this project include the acquisition of one (1) abandoned or foreclosed home in a census tract where at least 51% of the population is low-moderate income (see Map A attached). The home will be rehabilitated to meet Energy Star standards for long-term utility cost savings and energy conservation. The home will be sold to an eligible individual or family whose

income is less than 80% of the median income. The home will be located in an urbanized area served by existing streets and utilities, and where sidewalks, transit and other needed services are available or nearby.

The project budget will be divided between the project activity and program administration as follows:

Single Family Acquisition/Rehab	\$74,473.00
<u>Program Administration</u>	<u>\$ 8,274.00</u>
TOTAL	\$82,747.00

The amount for program administration is limited to 10% of funding, as required by the CDBG-R regulations. No funding will be allocated to public service activities. The property will be sold to an eligible household earning below 80% of median income so that as a result, 100% of the city's CDBG-R funds will be used to benefit low-moderate income individuals or households. If additional funding is needed in order to complete the project, regular CDBG funds already set aside for acquisition/rehab may be used.

- (3) **Jobs Created:** (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs)).

**Single-Family Acquisition/Rehab:**

This project will help retain approximately six (6) full-time and twelve (12) part-time jobs in the construction industry.

- (4) **Additional Activity Information:** (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

**Single-Family Acquisition/Rehab:**

The subject property will be rehabilitated to meet Energy Star standards. This will ensure that utility costs will be kept to a minimum for long-term savings and affordability for the homeowner and maximize energy conservation. This activity promotes conservation of resources by maintaining, preserving and ensuring the continued productive use of an existing structure in an area served by streets, sidewalks, utility, transit and other services. It is consistent with smart growth principles of retaining urban density, thereby reducing pressures on greenfield development.

- (5) **Responsible Organization:** (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Salisbury Community Development Corporation, Inc.  
1400 West Bank Street  
Salisbury, NC 28144

[www.salisburycdc.org](http://www.salisburycdc.org)

Chanaka V. Yatawara, Executive Director 704-638-5245

[cyata@salisburync.gov](mailto:cyata@salisburync.gov)

### ***C. PUBLIC COMMENT***

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

**Note:** A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than 7 calendar days for public comment.

#### **Response:**

A public hearing to receive citizen input was conducted at a regular meeting of the Salisbury City Council on Tuesday, May 19, 2009. No comments were received at this time.

Complete information about the program, including the March 6 letter from HUD announcing the funding availability, the budget notice, and the FY2008 Action Plan Amendment was published on the city's website beginning Thursday, May 28, 2009, allowing for the required 7 calendar days for public comment before the plan was submitted to HUD on Friday, June 5, 2009. A notice was also published in the Salisbury Post, a newspaper with wide general circulation in Salisbury and Rowan County. This notice appeared as a non-legal ad in the Thursday, May 28 edition of the paper (see attachments). The information was made available for public review beginning Thursday, May 28, in city offices and the office of the Salisbury Community Development Corporation, as well as at the Rowan Public Library. No public comments were received during this time.

# CDBG-R Substantial Amendment Grantee Checklist

*For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.*

## Contents of a CDBG-R Action Plan Substantial Amendment

Jurisdiction(s): Salisbury, North Carolina Lead Agency Jurisdiction Web Address: <a href="http://www.salisburync.gov/lm&amp;d/communitydevelopment/comdev.html">http://www.salisburync.gov/lm&amp;d/communitydevelopment/comdev.html</a>	CDBG-R Contact Person: Janet Gapen Address: 217 S. Main Street  Salisbury, NC 28144 Telephone: 704- 638-5230 Fax: 704- 638-8548 Email: <a href="mailto:jgape@salisburync.gov">jgape@salisburync.gov</a>
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The elements in the substantial amendment required for the CDBG recovery funds are:

### ***A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES***

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes ☒ No ☐ Verification found on page (attachment)

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes ☒ No ☐ Date Spreadsheet was emailed: 6/4/2009

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,  
 Yes ☒ No ☐ Verification found on page(s) 1
- the Eligibility citation (eligibility regulatory cite or HCDA cite),  
 Yes ☒ No ☐ Verification found on page(s) 1

- the CDBG national objective citation,  
Yes ☒ No ☐ Verification found on page(s) 1

## ***B. CDBG-R INFORMATION BY ACTIVITY***

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,  
Yes ☒ No ☐ Verification found on page(s) 3
- projected number of jobs created for each activity,  
Yes ☒ No ☐ Verification found on page(s) 4
- whether an activity will promote energy efficiency and conservation,  
Yes ☒ No ☐ Verification found on page(s) 4
- the name, location, and contact information for the entity that will carry out the activity,  
Yes ☒ No ☐ Verification found on page(s) 4
- evidence that no more than 10% of the grant amount will be spent on administration and planning,  
Yes ☒ No ☐ Verification found on page (s) 4
- evidence that no more than 15% of the grant amount will be spent on public services,  
Yes ☒ No ☐ Verification found on page (s) 4
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,  
Yes ☒ No ☐ Verification found on page (s) 4

## ***C. PUBLIC COMMENT PERIOD***

Was the proposed action plan amendment published via the jurisdiction's usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes ☒ No ☐ Verification found on page(s) 5

Is there a summary of citizen comments included in the final amendment?

Yes ☒ No ☐ Verification found on page(s) 5

## ***D. CERTIFICATIONS***

The following certifications are complete and accurate:

(1) Affirmatively furthering fair housing Yes ☒ No ☐

(2) Anti-displacement and relocation plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(3) Drug-free Workplace	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(4) Anti-lobbying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(5) Authority of jurisdiction	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(6) Consistency with plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(7) Section 3	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(8) Community development plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(9) Following a plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(10) Use of Funds	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(11) Excessive Force	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(12) Compliance with anti-discrimination laws	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(13) Lead-based paint procedures	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(14) Compliance with laws	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(15) Compliance with ARRA	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(16) Project selection	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(17) Timeliness of infrastructure investments	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(18) Buy American provision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(19) Appropriate use of funds for infrastructure investments	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
(20) 70% of CDBG-R for LMI	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Optional Certification		
(21) Urgent Need	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

#### ***D. STATE CERTIFICATIONS***

The following certifications are complete and accurate:

(1) Affirmatively furthering fair housing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(2) Anti-displacement and relocation plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(3) Drug-free Workplace	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(4) Anti-lobbying	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(5) Authority of State	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(6) Consistency with plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(7) Section 3	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(8) Community development plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(9) Consultation with Local Governments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(10) Use of Funds	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(11) Excessive Force	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(12) Compliance with anti-discrimination laws	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(13) Compliance with laws	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(14) Compliance with ARRA	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(15) Project selection	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(16) Timeliness of infrastructure investments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(17) Buy American provision	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(18) Appropriate use of funds for infrastructure investments	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(19) 70% of CDBG-R for LMI	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Optional Certification		
(20) Urgent Need	Yes <input type="checkbox"/>	No <input type="checkbox"/>



## **ATTACHMENTS**